

Instructions for Completing the Notice to Employer of Referred Workers

State Workforce Agencies (SWAs) participating in E-Verify are required to complete the **Notice to Employer of Referred Workers** when referring workers to potential employers. The Notice informs employers that the SWA has confirmed or is in the process of confirming the employment eligibility of the workers prior to their referral. Before completing the Notice, ensure that you have begun a verification query for each worker you plan to refer.

To complete the Notice, follow these steps:

- 1) List the name of the State Workforce Agency on the first line of the Notice.
- 2) List the name(s) of the worker(s) being referred on the second line of the Notice. Multiple names should be separated by a comma with the names written in First Name, Last Name order.
- 3) Send the Notice to the potential employer at the time of referral.
- 4) Complete this Notice every time your Agency refers workers to an employer. For example, on Monday you send a **Notice to Employer of Referred Workers**, referring 10 workers to a company. On Wednesday you must complete an additional Notice to refer another worker to the same company.

If you have any additional questions about completing the notice while participating in E-Verify, you may reference the Frequently Asked Questions and Quick Reference Guide in E-Verify's On-line Resources, or call 888-464-4218 for Customer Support.

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Proper use of the Notice to Employer of Referred Workers is a condition agreed to by the State Workforce Agency in its Memorandum of Understanding with the Department of Homeland Security and the Social Security Administration.